

## Owner's Guide to Care and Cleaning

[online version at excellentblinds.com/ownerguide](https://www.excellentblinds.com/ownerguide)

Thank you for choosing Excellent Blinds & Shutters! Your new window treatments are a great investment for your home, and with proper care, will last for many years to come. Use this helpful guide to ensure everything continues to look and work like the day they were installed. *(Please store in a safe place for future reference.)*

*Special Manufacturer Note: Do Not Use industrial or household cleaning agents and chemicals on your window treatments. This may cause damage to the material, hardware and structure of your product and voids the manufacturer warranty.*

### Wood Shutters & Blinds

Dust regularly with a feather duster or microfiber cloth. Avoid exposure to excessive moisture and make sure windows are not left open during rain storms. For hard to clean marks or stains, gently spot clean with a lightly moistened cloth and be sure to wipe dry immediately after.

### Poly Shutters & Blinds

Due to its ability to resist moisture and humidity, dust may accumulate over time in humid environments and appear as marks or stains on the product. To clean, simply use a lightly moistened cloth and wipe away any visible dirt. Remember to close your windows during rain storms, as this will help to prevent any premature corrosion of the hardware included with your window treatments.

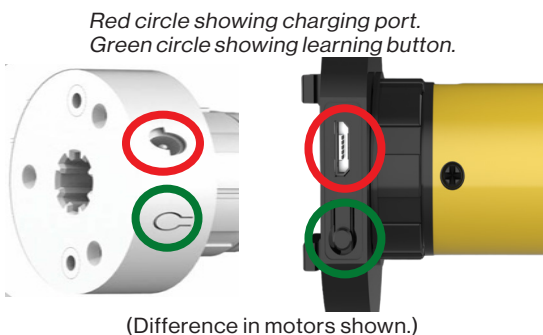
### Roller Shades

To clean most surfaces, dust or wipe clean with a soft microfiber cloth. Make sure to clean all surfaces and crevices. For tougher dust or dirt that won't come off, you may use a lightly moistened cloth. Use caution not to saturate the area or rub too hard as this may cause staining. Leave your shades down to fully dry.

### Drapes

When setting your drapes open or close, take extra care to make sure your hands are clean and dry. Excellent Blinds & Shutters Luxury Drapes are heirloom quality, but may be sensitive to constant surface friction from regular dusting. In order to preserve the integrity of the fabric, dust only when contaminants are visible on the surface of your drapes.

*For Sheer Fabric:* Caution should be taken to ensure the delicate fabric of sheer drapes is handled properly. Avoid operating while wearing loose bracelets, large rings with open settings, or poorly manicured fingernails as any tiny or sharp edges may catch and/or tear the fabric.



### Motorized Shades\*

\*All battery operated shades will need to be charged to continue operating. The length of time a single *Full Charge* will last varies for each motor depending on product size, weight, usage and ambient room temperatures.

*To charge your battery,* locate the charging port on the exposed side of the roll. The port may be in a position located below or behind the unit and may appear as a black dot depending on the lighting of the room. This is normal. Plug-in your charging adapter and continue to charge until a green light appears on motor head. Charging times vary between motors.

### Remote Control

Occasionally check the batteries in your remote to ensure proper function. If using a Smart Hub, make sure you have a strong *2.4GHz wireless router connection*. Also, verify that the App is up-to-date. *(5GHz wireless router options will not work with current applications).*

## Corded Blinds

**Raise:** Grab all the cords at once and gently pull down slightly left or right, and release to lock at the desired height.

**Lower:** Grab all the cords and gently pull down left or right to unlock and lower the blinds.

## Cordless Blinds

**Raise and Lower:** Gently pull down or raise in the direction you choose. Avoid abrupt movements as this may damage the internal spring within the unit.

## Corded Shades

**Slowly Pull Straight Down** on the chain in the direction you wish to operate.

Avoid pulling on an angle or too hard-and-quick, as this may break or dislodge the chain from the internal mechanism.

## Cordless Shades

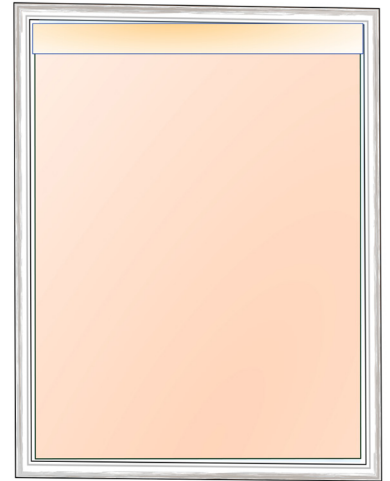
**Lower:** Pull down on the shade until desired height and release to allow the lock to engage.

**Raise:** Pull the bottom of the shade slightly down to disengage the lock, continue to hold onto the shade until fully retracted. **\*Caution!** Do not pull down more than 3" beyond the bottom of the window sill when fully extended as this may over-extend the shade and damage the roll.

**Manufacturer Note:** During installation your window treatments are carefully leveled when mounted to ensure proper functionality over the life of the product. There are however, many window openings which are imperfect in shape and may not be level.

This is common.

You may notice the appearance of uneven light gaps between your window frame and product, this is not a defect and does not affect your warranty.



## Plantation Shutters

**Note about Louvers:** Tilt your louvers by hand in the direction you desire. When closing your louvers, make sure to gently press your hand flat against all the louvers to ensure they are properly aligned together.

### Single Panel Operation

**To Open:** Pull along the centermost Stile of the panel until unseated.

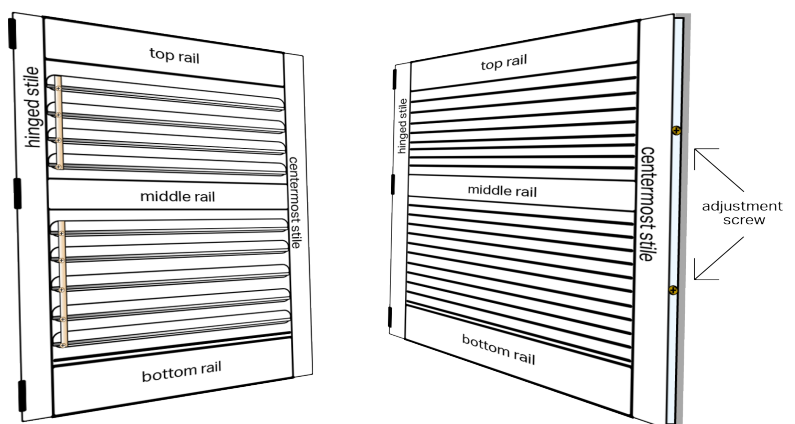
**To Close:** Guide your panel into the frame and gently push evenly along the Stile. Shutter panels made from Poly material weight more and may appear to slightly sag when opened. This is normal. Closing the panel will require lightly lifting the bottom of the panel until seated into the frame.

### Bi-Fold Panel Operation

**To Open:** Ensure that the louvers are closed and flat, then gently pull along the centermost stile. Once the panels are free from the frame, begin folding the panels until fully opened.

**To Close:** Pull along the centermost stile of the panel(s) until they're un-folded and completely flat, then push them into the frame until seated. Larger window openings that require larger shutter panels may appear to slightly sag due to the weight of the shutters. This is normal. Opening and closing the panels will require slightly lifting the center of the panels until they are seated closed.

**Clear View Upgrades:** The design of your plantation shutters utilize a tilt-rod attached to the rear outer edge of the louvers, giving a clear view of the outside. Over time, this bar may come loose with constant use and exposure to friction and humidity. When needed, simply use a philips head screw driver to lightly tighten the bar until the screws are firmly seated. Use caution not to over-tighten.



**Adjusting Louver Tension:** Your plantation shutters are equipped with internal tension springs that allow you to tilt and set the louvers at any angle desired. When tilting your louvers, if you desire more or less tension, simply open your shutter panels and locate the adjustment screw along the outer edge of the panel (when viewing the panel from the side, (it will be located in the middle.)) Use a philips head screw driver to tighten-clockwise or loosen-counterclockwise to your desired setting.